

GOVERNOR CALLS FOR INTEGRITY AND ETHICS IN STATE GOVERNMENT

In his first Executive Order, Governor Lincoln C. Almond expanded upon the central themes of his inaugural address — integrity and ethics in state government.

The Governor said that Executive Order 95-1 “is applicable to myself and all officials and employees within the jurisdiction of the Chief Executive”. Here are the salient points of the Governor’s Executive Order:

- All state officials and employees subject to the Order must comply with the mandates of the R.I. Ethics Commission, as contained in Title 36, Chapter 14 of the R.I. General Laws and related rules and regulations.
- All persons subject to the Order are required to further abide by the Code of Conduct made a part of the Executive Order.
- The director or appointed designee of each board, commission or department subject to this Order will assume the role of Public Ethics Officer (PEO).
- Each PEO who receives inquiries from officials or employees regarding the application of ethical rules must take steps to advise officials and employees of the rules contained in the Code of Ethics of the R.I. Ethics Commission and the Code of Conduct.
- Each PEO will be notified of and must attend seminars conducted by the R.I. Ethics Commission and the University of R.I. on ethical issues and application and enforcement of Rhode Island laws and regulations concerning ethical guidelines for public officials and employees.
- Each PEO must promptly notify the Executive Counsel of the nature of all questions concerning ethical behavior raised by officials and employees or by the Public Ethics Officer. The PEO and the Executive Counsel will advise officials and employees of, and attempt to resolve the issue in accordance with, the Rhode Island Code of Ethics, the Code of Conduct, and any other applicable law. The PEO and the Executive Counsel will inform employees of their right to request independently advisory opinions from the Ethics Commission.
- If further assistance is deemed necessary in resolving ethical issues, the Executive Counsel will contact the Rhode Island Ethics Commission to discuss and resolve the issue. If the Executive Counsel and the PEO consider it advisable to seek an advisory opinion from the Ethics Commission, they, in conjunction with any appropriate employee(s), will prepare and submit a request for an opinion.
- All persons are encouraged to bring concerns of ethical issues or violations by any public official or employee to the Executive Counsel in confidence to the extent allowed by the state open records law.

CUT 'N SAVE



* CODE OF CONDUCT *

Integrity and Ethical Principals for Public Officials and Employees

I declare my commitment to conduct myself at all times according to the highest principals of integrity and professional conduct in carrying out my public responsibilities and will adhere to the following standards:

- I will not use public service for private gain. In all matters of official concern, the public interest will take precedence over any private interest.
- All my acts will be guided and inspired by a commitment to public service and by respect for the Constitution and the laws which emanate from it.
- I will perform my duties to the best of my ability without favor or prejudice and in a manner that merits the trust and confidence of the public.
- I will properly care for and preserve all public property in my custody or control and will not use public property for any purpose other than official business.
- I will respect and safeguard all confidential information to which I have access in the course of my official duties and will not abuse or misuse any information with which I am entrusted.
- I will serve the public with respect, concern, courtesy, and responsiveness.
- I will uphold the ethical and moral principals in the Code of Ethics in R.I. General Laws Chapter 36-14 and this code of conduct.

“As Governor, I call upon all public officials and employees, within and without the jurisdiction of my office, to join with me in adopting these principals as a demonstration of their commitment to the highest standards of ethics and integrity of State Government as we take up the reins of leadership of our State for the next four years.”

Lincoln C. Almond
Governor



FROM THE OFFICE OF THE GOVERNOR

Executive Orders

- | No. | Date | Subject |
|----------|----------|---|
| 94-19 | 11-2-94 | Establishes a Blue Ribbon Commission on Wetlands and Septic Systems to examine ways to improve the regulation of septic systems and the protection of wetlands. |
| 94-20 | 11-7-94 | Establishes a Bi-Partisan Preparatory Commission to assemble information on Constitutional questions for the electors. |
| 94-20(a) | 11-10-94 | Rescinds EO 94-20 since the voters on November 8, 1994, voted against a constitutional convention. |
| 94-21 | 12-13-94 | Creates a Task Force relating to the accessibility of state services to the deaf, or hard of hearing. |
| 94-22 | 12-23-94 | Orders the restructure and clarification of responsibilities of the Minority Business Enterprise program. |
| 95-1 | 1-3-95 | Requires state officials and employees to comply with mandates of the R.I. Ethics Commission and the Code of Conduct contained in this Executive Order |
| 95-2 | 1-6-95 | Establishes an Emergency Hiring Council and outlines the duties and authority of the council. |

For more information or copies of Executive Orders, call the Office of the Executive Counsel, 277-2080, Ext. 258.

pRide

Personnel pRide is published by the Office of Personnel Administration, Division of Human Resources, Department of Administration, William E. Powers Building, One Capitol Hill, Providence, RI 02908-5860.

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EMPLOYEE BENEFIT ISSUES

by Brian E. Keeler
Chief of Employee Benefits

The State of Rhode Island provides employees with one of the finest benefit programs offered to any employee group, whether in the private or public sector.

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OPEN ENROLLMENT FOR THIS BENEFIT IS FEBRUARY 27 THROUGH MARCH 24, 1995. WATCH FOR FURTHER INFORMATION LATER THIS MONTH.

pRIde EDITORIAL BOARD ESTABLISHED

Your state employee newsletter pRIde marks its 10th anniversary of publication this year. Published by the Division of Human Resources, pRIde is the only newsletter covering all of state government; and it is published at no cost to the State.

After a decade of faithful service in essentially the same format, this tenth anniversary milestone presents a timely opportunity for making improvements to the newsletter.

In the interest of producing a more appealing, exciting and informative communication medium, Robert Tetreault, Director of the Division of Human Resources called for the establishment of an Editorial Board, "to assist the Division in directing the future of pRIde into the next century."

The Board is charged with making recommendations on style, format and content, to offer advice on articles scheduled for publication, and more importantly, to assure that all departments and agencies of state government have an opportunity to participate in the future editions with articles about their organization, their work and their personnel.

In his appeal to department directors and authority heads for nominees to the Editorial Board, Tetreault promised that "your nominee will be limited only by his/her interest, enthusiasm and resourcefulness."

Seventeen departments and authorities have already responded and are now represented on the Editorial Board. If your department or agency has not yet answered, it may still do so by sending the name, address, telephone and fax number of your nominee to Beverly Dwyer, Human Resource Program Administrator, Division of Human Resources, William E. Powers Building, One Capitol Hill, Providence, RI 02908-5860.

Look for the first of many changes in pRIde beginning with the April issue!

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LITERACY VOLUNTEERS SEEKING TUTORS

Literacy Volunteers of America — Rhode Island, Inc., a United Way associate agency, is seeking volunteers to serve as literacy tutors at the Adult Correctional Institution (ACI), and as mentors to inmates who are currently tutoring other inmates, according to Donna D. Sherman, Executive Director of the state affiliate.

"This program", said one Department of Corrections (DOC) volunteer in the program, "gives state employees the opportunity to shine in a different situation than their normal work area. It helps to generate positive feelings about the system we work in."

Volunteers are required to attend 18 hours of Literacy Volunteers of America tutor training and 3 hours of orientation to volunteering at the ACI which is presented by the Department of Corrections Training Center. Each volunteer must agree to abide by the rules of the DOC and to submit to a background check.

Recruiting volunteers from the community is a new focus for the ACI Literacy Volunteer Program, which is in its fourth year. A grant from the Rhode Island Foundation, a charitable community trust serving the people of Rhode Island, is providing funding to support the expansion of the program.

"We are counting on volunteers from the community to help us bring tutoring to more inmates and to provide more support for the inmate tutors who are working now," said director Sherman. "It is estimated that over 50% of the inmate population at the ACI lacks basic literacy skills. Last year we had 74 inmate tutors who provided 8,954 hours of tutoring to 66 learners. We need assistance from community volunteers in order to expand the program further," Sherman added.

An inmate tutor commenting on the program said: "The reason that I personally got involved with LVA tutoring is because I like to help people. It makes me feel good inside . . . I have also done a lot on my own to help the learners in my mod (living unit)."

Literacy Volunteers of America is a national organization which provides individual volunteer tutors in basic literacy or conversational English to adults across the country. As a state affiliate, LVA-RI provides assistance to 8 literacy volunteer programs in Rhode Island. Last year in Rhode Island, over 900 volunteer tutors in the 8 programs provided more than 32,000 hours of tutoring to 980 adults.

Anyone interested in volunteering may contact Claire Dugan, Program Coordinator at 464-2507, or Literacy Volunteers of America — Rhode Island (LVA-RI) at 861-0815.

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OFFICE OF TRAINING AND DEVELOPMENT COURSES

USING LOTUS 1-2-3	Fee \$99	THE SELF-MADE LEADER	Fee \$75
5 Thursdays, beginning March 2; 9 a.m. — 12 noon; ½ credit Instructor: Michael Hughes, M.A.		5 Tuesdays, begin February 7; 9 a.m. — 12 noon; ½ credit. Instructor: Diana Donovan, M.Ed.	
INTRODUCTION TO THE DISK OPERATING SYSTEM (DOS)	Fee \$20	ETHICS IN THE WORKPLACE	Fee \$75
Monday, March 13; 9 a.m. — 12 noon. Instructor: Michael Hughes, M.A.		5 Fridays, begin February 10; 9 a.m. — 12 noon; ½ credit. Instructor: James E. Prest, Ph.D. (Note: No class on March 3)	
INTERMEDIATE DOS	Fee \$20	MENTAL HEALTH LAW	Fee \$20
Thursday, February 23; 9 a.m. — 12 noon. Instructor: Michael Hughes, M.A.		Friday, March 3; 9 a.m. — 11 a.m. Instructor: H. Reed Cosper, J.D.	
INTRODUCTION TO WINDOWS 3.1	Fee \$20	GOVERNMENT IMMUNITY	Fee \$10
Course 1: Monday, February 13; 9 a.m. — 12 noon. Course 2: Monday, February 20; 9 a.m. — 12 noon. Instructor: Michael Hughes, M.A.		Tuesday, March 14; 9 a.m. — 10 a.m. Instructor: Robin Feder, J.D.	
INTRODUCTION TO PERSONAL COMPUTERS	Fee \$35	DWI LAWS	Fee \$20
Monday, February 6; 9 a.m. — 4 p.m.. Instructor: Michael Hughes, M.A.		Friday, February 24; 9 a.m. — 11 a.m.. Instructor: Jay Sullivan, J.D.	
INTRODUCTION TO WORD PROCESSING ON THE MACINTOSH	Fee \$99	SECRETS OF SECRETARIAL SANITY	Fee \$75
5 Wednesdays, begin March 8; 9 a.m. — 12 noon; ½ credit. Instructor: James E. Davis, Ed.D.		(Formerly Secrets of Secretarial Success)	
SUPERVISORY AND MANAGEMENT SKILLS	Fee \$110	5 Fridays, begin February 10; 9 a.m. — 12 noon; ½ credit. Instructor: Dorothy D. Zimmering, M.Ed., and Susan Jacobs Reidy, A.C.S.W. (Note: No class on February 24)	
Course 1: 3 Wednesdays, begin February 8. Course 2: 3 Fridays, begin June 9. 9 a.m. — 4 p.m.; ½ credit. Instructor: Scott Mueller, M.S.W.		FINANCIAL PLANNING	Fee \$20
MANAGING EMPLOYEE PERFORMANCE	Fee \$110	Wednesday, March 1; 3 p.m. — 5 p.m. Instructor: Christine Roessel, C.F.P.	
3 Wednesdays, begin March 8; 9 a.m. — 4 p.m.; ½ credit. Instructors: Scott Mueller, M.S.W., John Turano, M.S., J.D., and John Boulmetis, Ph.D.		ASSERTIVENESS TRAINING	Fee \$75
LABOR RELATIONS ISSUES FOR SUPERVISORS	Fee \$40	6 Thursdays, begin February 2; 9 a.m. — 12 noon; ½ credit. Instructor: Nancy-Lee Devane, M.A.	
Wednesday, March 15; 9 a.m. — 4 p.m. Instructor: John Turano, M.S., J.D.		SPEEDWRITING (ABC SHORTHAND)	Fee \$149*
EXPLORING THE CHALLENGES OF A SUPERVISORY POSITION	Fee \$75	(Note: Speedwriting Shorthand is acceptable for State "Stenographer" classifications.) 10 Mondays, begin February 6; 9 a.m. — 12 noon; 1 credit. Instructor: Lois Abbott, B.S. * includes text and all materials.	
5 Thursdays, March 16, 23; April 6, 13 and 27. 9 a.m. — 12 noon; ½ credit. Instructor: Scott Mueller, M.S.W.		CPR	Fee \$20
		Wednesday, February 22; 9 a.m. — 12 noon. Instructor: Karen-Ann Grant, M.Ed.	
		TELEPHONE TECHNIQUES	Fee \$20
		Thursday, March 21; 9 a.m. — 12 noon. Instructor: Joan Sackett, M.A.	

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